ONLINE REGISTRATION SYSTEM (ORS)

Manual for the Centre Administrator

CCSLC® CSEC® CAPE®

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ADMINISTRATOR LOGIN

1. The Administrator of the **Online Registration System (ORS**) at the Centre/Ministry has the authority to create new Users, edit existing Users and set up registration fees. The Administrator will be issued with *a **User Id*** and a ***Password*** from the Local Registrar or CXC®.

2. To access the ORS application, log on to the Internet and type https://ors.org/. You will be presented with the screen shown in ***Figure 1*** below.

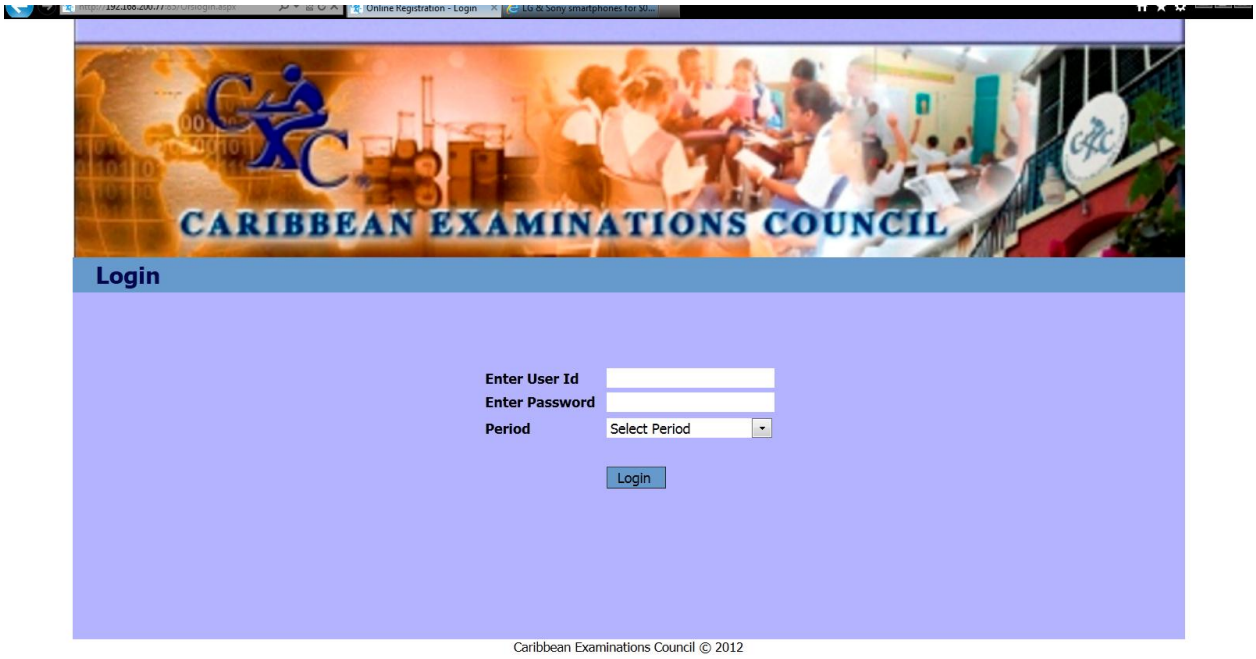

Figure 1: Login Screen

3. Enter the **User Id, Password** and **Period,** then click the Login button.

4. After completing the login process, the User will be presented with **MAIN MENU** window at ***Figure 2*** below.

Figure 2: The Main Menu Options

MAIN MENU OPTIONS

5. The main menu consist of four options, these are:

User Maintenance: allow User to **Add User** and **Edit User**

Setup: sets up Local Fee Maintenance

Change Password: allows User to change password

Logout: exits the application

USER MAINTENANCE OPTION

Add User

6. The **Add User option** is used to create new Users and issue passwords to those persons who will be required to use the ORS application.

7. The Administrator may assign Users to different levels of responsibilities by the type of **Group** they are placed. The table below shows the menu and sub-menu options that Users belonging to various groups can interface with the system.

Menu Option	Menu Sub-Option	Additions	Edits	View	Teacher	Super User
Registration	Register Candidate	Yes	--	--	--	Yes
Registration	Edit Candidate's Data	--	Yes	--	--	Yes
Registration	View Candidate's Data	Yes	Yes	Yes	Yes	Yes
Registration	View Candidate's – List	Yes	Yes	Yes	Yes	Yes
Registration	Batch Entry	--	--	--	Yes	Yes
Registration	Candidate Privileges	--	--	--	Yes	Yes
Generate Sequence Numbers		--	--	--	--	Yes
Projections		--	--	--	--	Yes
Import/Export	Import Personal Data	--	--	--	--	Yes
Import/Export	Export Registration Data	--	--	--	--	Yes
Import/Export	Export Amendment Data	--	--	--	--	Yes
Import/Export	Import SBA Data	--	--	--	--	Yes
Import/Export	Forward SBA	--	--	--	--	Yes
Import/Export	Export Database Fields	--	--	--	--	Yes
Import/Export	Forward Queries/Reviews	--	--	--	--	Yes
SBA	Teacher Assignment	--	--	--	Yes	Yes
SBA	SBA Data Capture	Yes	Yes	--	Yes	Yes
SBA	Practical Data Capture	Yes	Yes	--	Yes	Yes
SBA	SBA Confirmation	--	--	--	--	Yes
Reports		Yes	Yes	Yes	Yes	Yes
Query/Review		--	--	--	Yes	Yes

Figure 3

8. A User may be assigned into one of the following Groups:

   i. **Additions** - Add candidates and SBA/Practical Data Capture;

   ii. **Edits** - Edit candidates' records and SBA/Practical Data Capture ;

   iii. **View** - View candidates' records;

   iv. **Teacher** - Batch entry, SBA/Practical Data Capture, Teacher Assignment for SBA and key Queries/Reviews;

   v. **Super User** - Interface within all the areas of the ORS except to Add Users and set-up the Local Fee Maintenance table.

   vi. **Administrator** – Add Users and set-up the Local Fee Maintenance table.

9. **The number of centres a Centre Administrator may interface with (have responsibility for) will depend on the number of centres that has been assigned to the Administrator by the Ministry.**

10. The **User Maintenance** Menu, when selected, will present two options: **Add User** and **Edit User.**

11. On selection of the **Add User** option, the screen in ***Figure 4*** below will be shown.

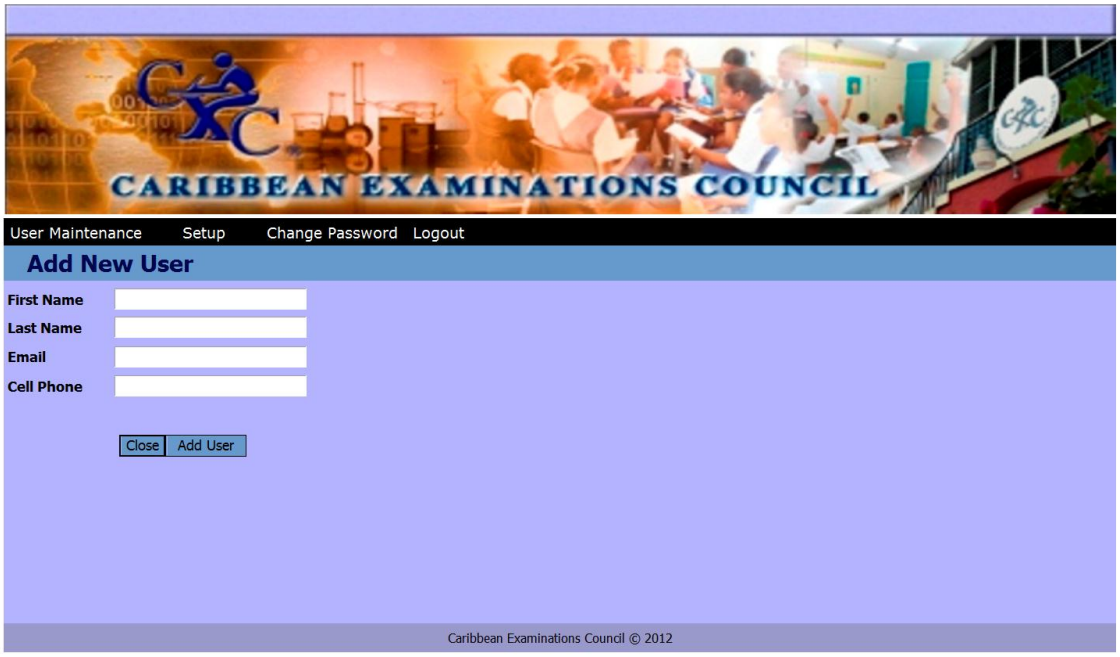

Figure 4: Add New User

12. To add a User, the Administrator must:

i. Enter the User's **First Name.**
ii. Enter the User's **Last Name.**
iii. Enter the User's **Email** address (if available).
iv. Enter the User's C**ell phone** number (if available).
v. Select the Add User button.

13. A prompt will indicate that the User has been added successfully. Select **OK** as shown in ***Figure 5*** below.

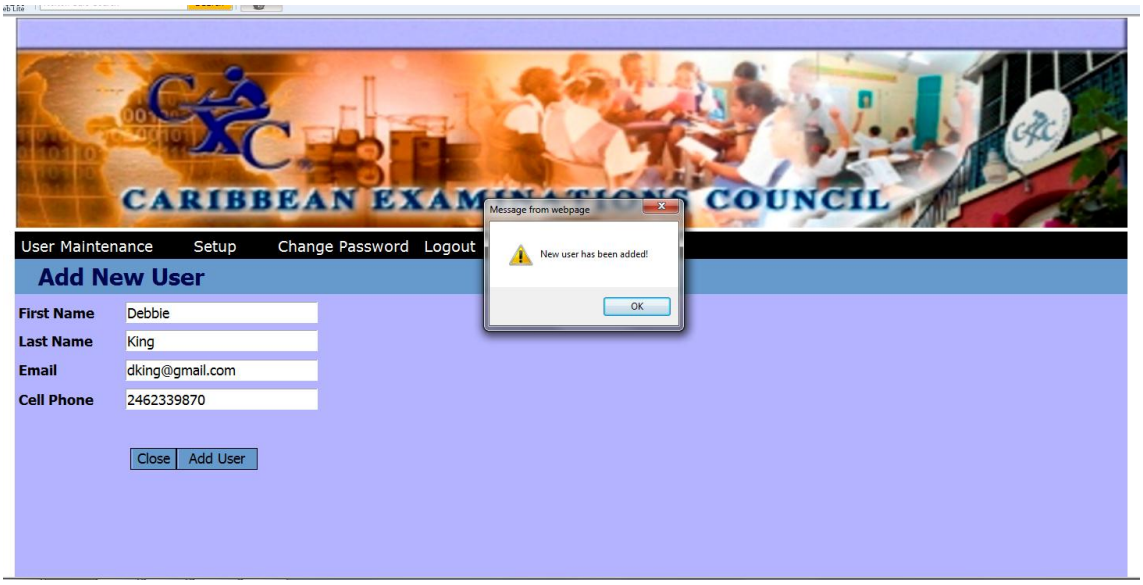

Figure 5: New User Added Successfully

14. On selecting **OK,** the screen at ***Figure 6*** is shown.

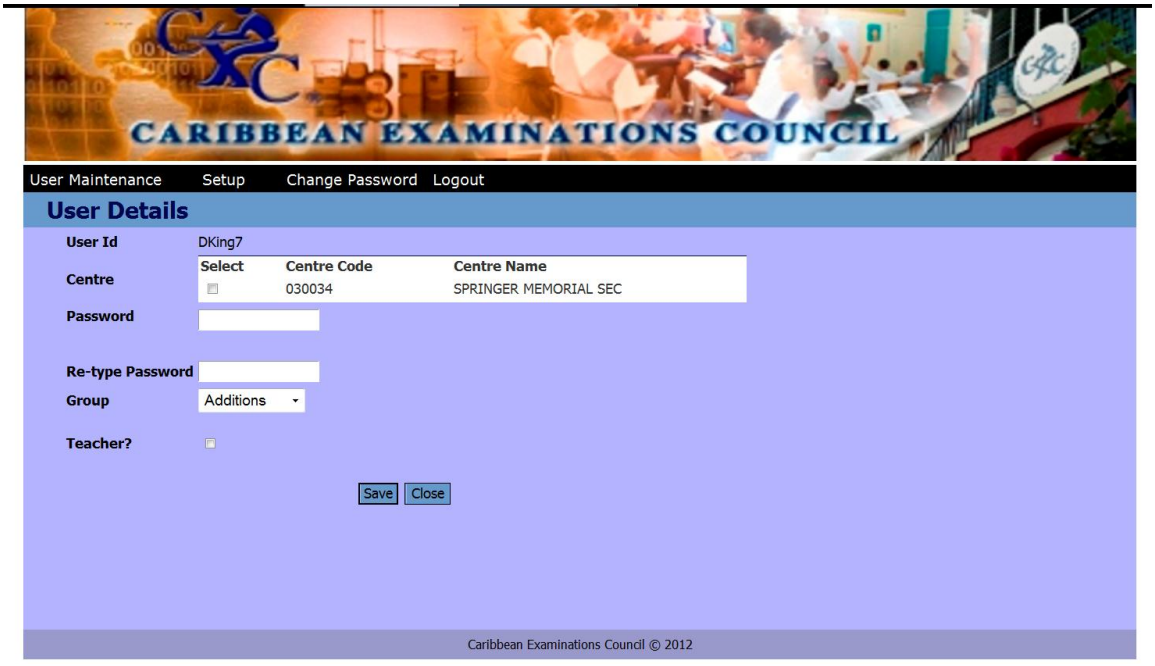

Figure 6: User Details

15. Complete the process of adding the User by:

i. Clicking on the Select checkbox in the Centre field.

ii. Create a password for the User and key it in the **Password** field.

NB: Passwords MUST be at least 8 characters in length and include 1 upper case, 1 lower case, 1 digit and 1 special character. Example: JohnDA3$. Here the

$ represents the special character. Other special characters include ! @ # % & (+.

iii. Enter the same password in the **Re-type Password** field.

iv. Select the **Group** that the User will be assigned by clicking on the dropdown box. The choices in the **Group** are Additions, Edits, View, Teacher, Super User and Admin. If the User is a Teacher or Super User, the Teacher checkbox **MUST** be checked. If the Teacher checkbox is not checked, the Teacher cannot be assigned to a particular subject neither can candidates be assigned to a Teacher. Also, the centre would not be able to generate the report out of the ORS called 'Register of Candidates by Subject Teacher'. Accounts must be created for **ALL** Teachers who present students for examinations. If the Teachers are not required to interface with the ORS, they need not be issued with the logins created but the accounts are necessary to facilitate the registration process. These Teachers could be created in the View group but the Teacher box must be checked and subjects must be assigned.

v. To save the record, select the Save button.

vi. Select **OK** when prompted that User details have been saved.

vii. Select Close to close the window and return to the main menu.

16. ***Figure 7*** shows a listing of all Users that have been created in the system.

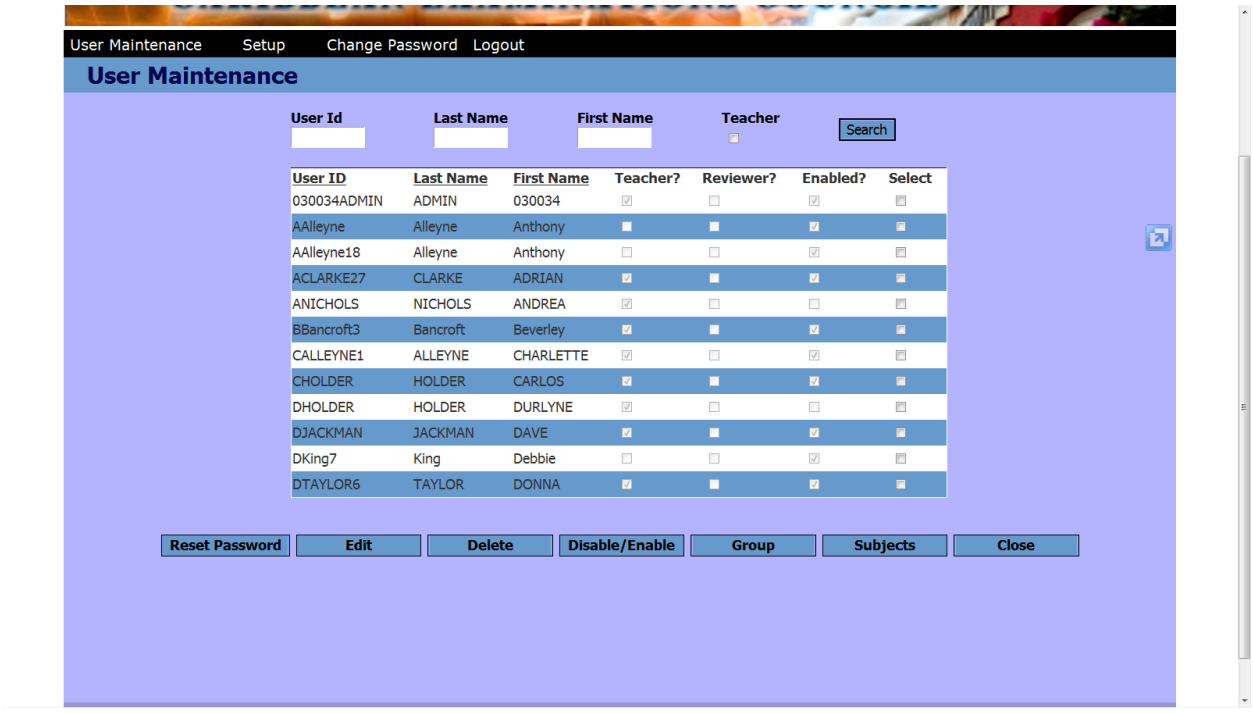

Figure 7: Listing of Users

17. To find a particular User, the Administrator can search by **User Id**, **Last Name** or **First Name** by typing in the appropriate fields in ***Figure 8***. Select **Search** by clicking on the button.

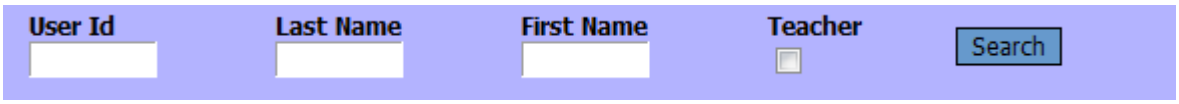

Figure 8: Search Fields for a User

18. For example: a Search on **Last Name** King and **First Name** Debbie, the following screen will be shown as in ***Figure 9***.

Figure 9: Populated Search Fields for a User

19. The Administrator can now edit the User's profile:

i. Reset Password - Select this option to reset the User's password.

ii. Edit - Select this option to update the User's record.

iii. Disable/Enable - Select this option to activate or deactivate a User's record.

iv. Group - Select this option to assign Users to a different group.

v. **Subjects – this MUST be undertaken to assign subjects to the User's account. Subjects must be assigned to Teachers and the Super User.**

vi. Close - Select this option to close the screen.

Reset Password

20. On selection of the **Reset Password** button the screen at ***Figure 10*** is shown:

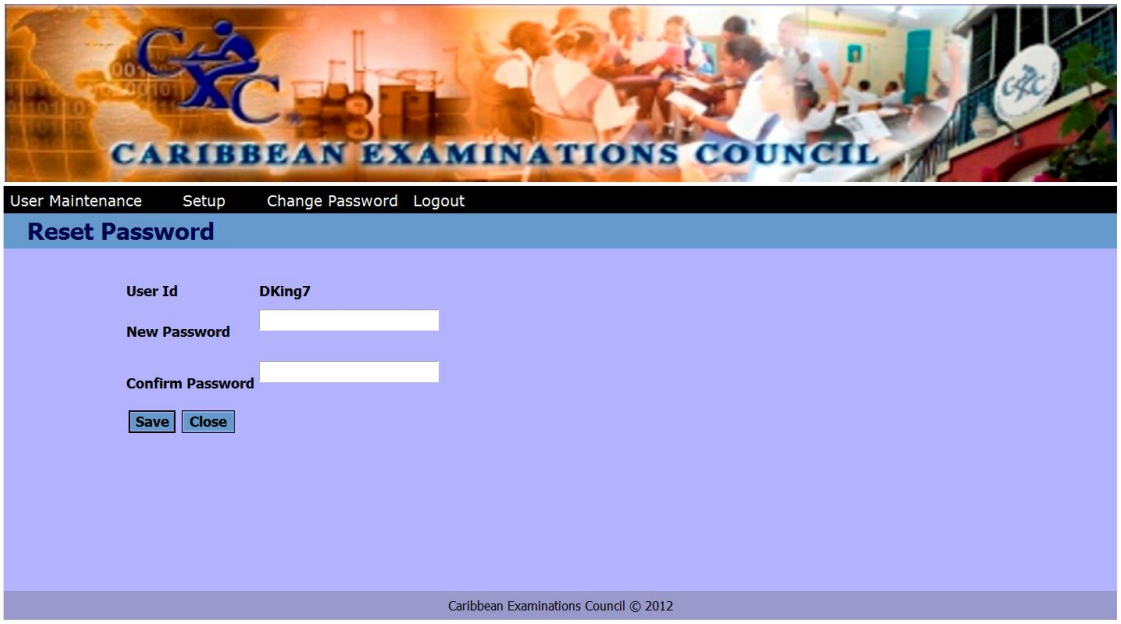

Figure 10: Reset Password

i. Type a **New Password**.

ii. Confirm the Password by re-typing the same password.

iii. Select Save and then Close to return to the main menu.

Edit User

21. Select the User by clicking the checkbox ☑.

22. Click the Edit button and screen at ***Figure 11*** appears:

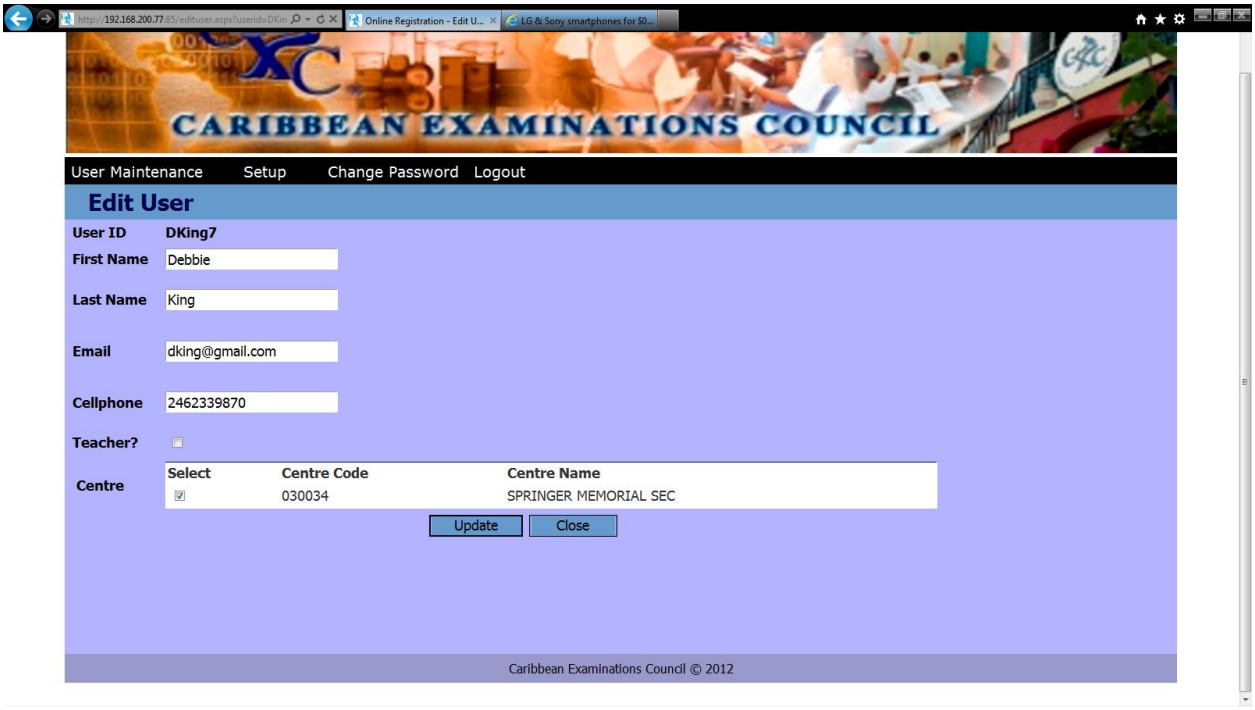

Figure 11: Edit a User

i. The Administrator can change any of the data in the given fields or select another centre for the User if the Administrator interfaces with more than one centre.

ii. Select Update button to save.

iii. Select Close to close the screen.

Disable/Enable User Account

23. To disable/enable a User's account:

i. Select the User.

ii. Select the Disable/Enable button.

iii. At the prompt as shown in ***Figure 12***, select OK.

Figure 12: Enable/Disable User Account

24. **The Administrator MUST ensure that the accounts of ALL Users are disabled when the Users no longer interact with the ORS or are no longer associated with the centre. This is to prevent any potential security breach of the CXC's registration system.**

Group

25. On selection of the Group button the screen at ***Figure 13*** is shown.

Figure 13: Selecting a User Group

i. Click on the drop down button to select a group from the list.

ii. Select Save to save the amended group.

iii. Select Close to close the window.

Subjects

26. The Administrator should assign subjects to Users by:

i. Selecting **All** in the Subjects Type drop down box. A screen similar to ***Figure 14*** will appear.

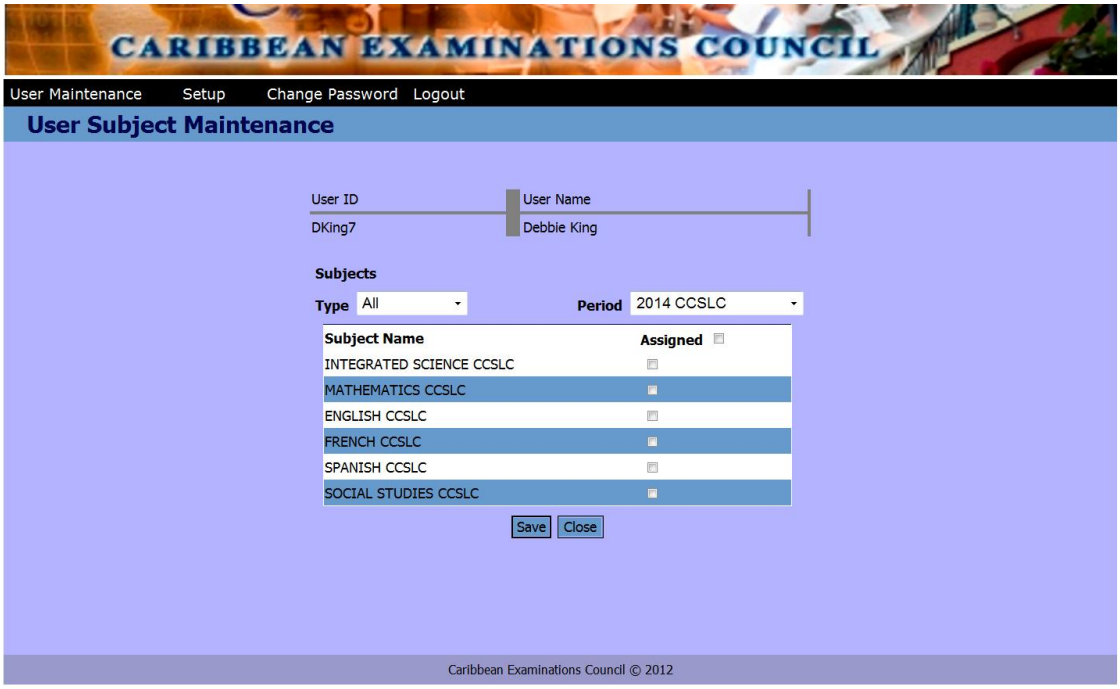

Figure 14: Assigning Subjects to a User

ii. Selecting the subject(s) to be assigned by clicking in the check box ☑ or selecting the Assigned checking box to select all the subjects in the listing for the User.

iii. Clicking on the Save button at the bottom of the screen.

iv. Close the window by clicking on the Close button to return to the main menu.

v. The Administrator must use the reverse process of assigning when the subject(s) are to be unassigned from a User.

SETUP OPTION

27. When the User chooses the Setup option on the Main Menu screen, the screen at ***Figure 15*** will appear.

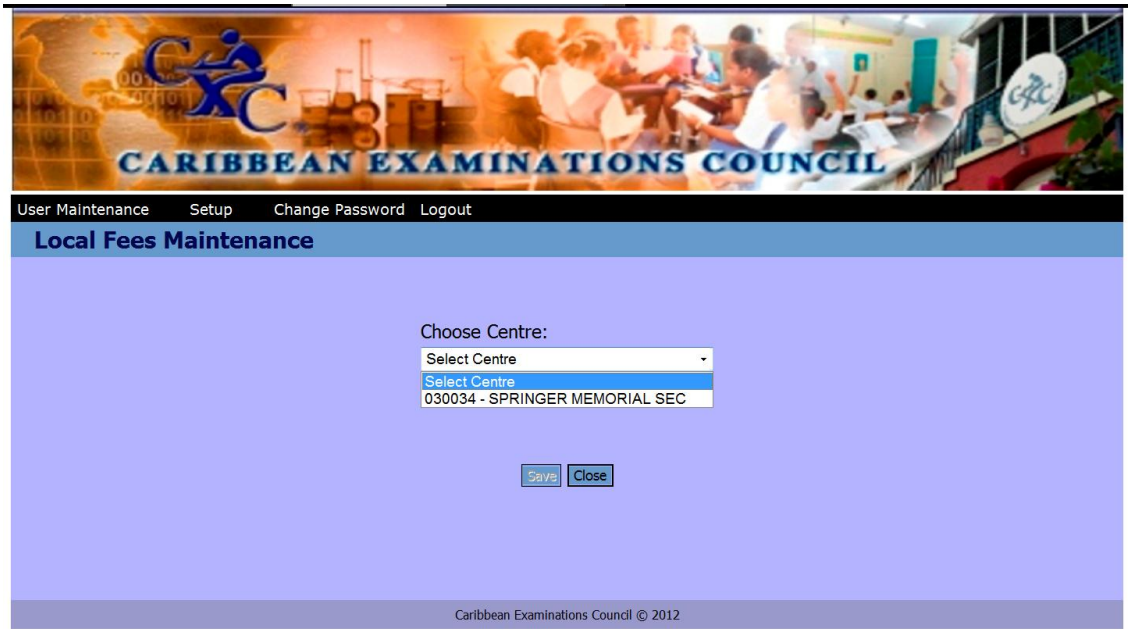

Figure 35: Selecting Centre to Set up Local Fees

28. After a centre has been selected, the screen at Figure 16 will be shown.

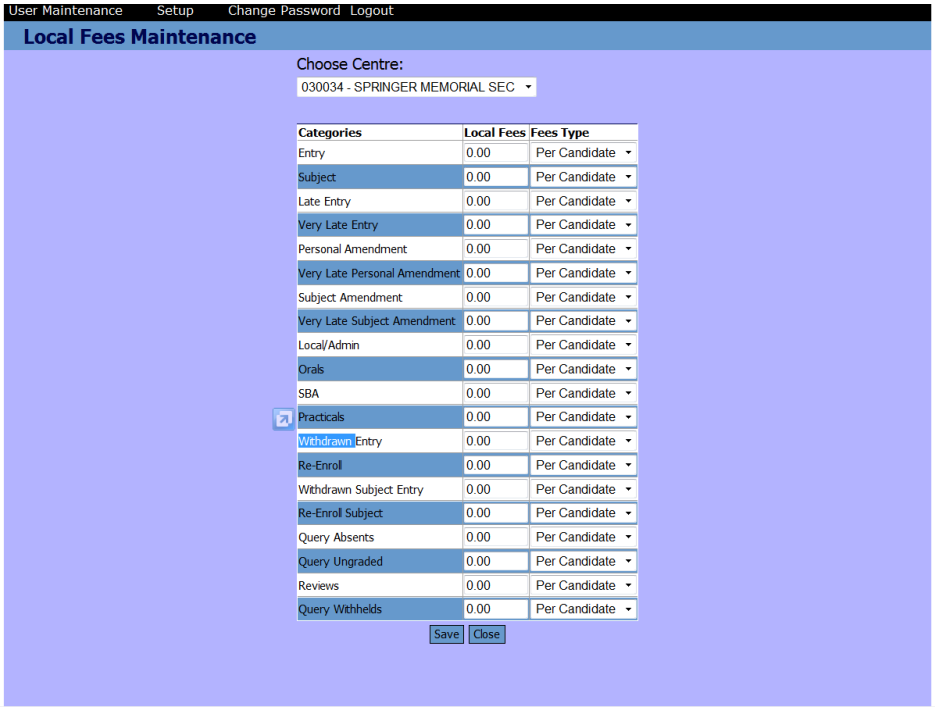

Figure 16: Setting up Local Fees

29. The User can set up the various fees applicable to candidates from the centre. A choice must be made on whether the fee is Per Candidate or Per Subject. For example, the Entry Fee is per candidate whereas the Subject Fee is per subject. When fees change, the Administrator should update the Local Fees Maintenance table accordingly.

30. Clicking on the Save button will save the contents of the fees table.

31. Clicking on the Close button to returns to the Main Menu screen.

CHANGE PASWORD OPTION

32. When the Change Password option is chosen from the Main Menu screen, the Administrator will be presented with the screen at ***Figure 17*** from which the appropriate changes can be made.

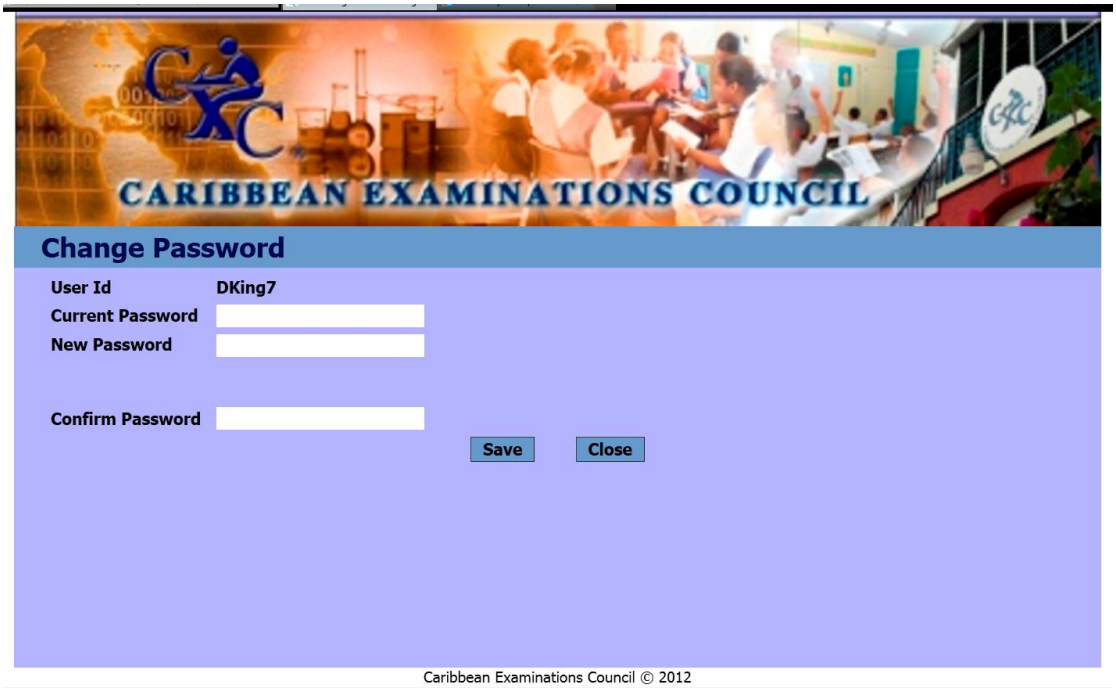

Figure 17: Changing a Password

LOGOUT OPTION

33. When the User wants to exit the ORS application, the **Logout** option on the Main Menu screen should be selected.